



MINUTES

Public Records Board
Operations and Training Advisory Committee
Tuesday, May 7, 2019
10:00 to 12:00 Noon
Department of Administration
Pecatonica Conference Room #132
101 East Wilson Street
Madison, WI

Committee Members Present: Andrew Baraniak, Brittany Keleher, and Rebecca Robbennolt.
Committee Members Excused: Kyle Hofstetter and Sarah Guenther.

1. **Call to Order:** 10:02 a.m.
2. **Approval of the February 19, 2019, and March 5, 2019, Meeting Minutes:** Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Brittany Keleher. All approved.
3. **Electronic Records Management Guidance on Chapter Adm 12:** Jordan Tilleson discussed the Electronic Records Management Guidance on Chapter Adm 12.—This is Dept. of Administration document that will help agencies and local units comply with ADM 12 when digitizing documents and working with born-digital documents. Comments are due to Sarah Grimm by May 28, 2019.
4. **Versatile Changes:** Bill LaMay discussed possible changes and improvements to processes involving Versatile based on feedback from focus groups conducted last fall. Several issues were identified during the focus groups. The State Records Center has identified items which can be addressed in the short term and long term. Some changes will take longer as they may need policy level discussion and approval.
5. **Public Records Board Website:** Kathryn Egeland gave an overview of the updated Public Records Board website. The Committee appreciated the emphasis on making the website more user friendly and easier to navigate. They also like the expanded resources specific to local units of government.
6. **Roundtable discussion on future OTAC projects.** Possible future discussion topics include: Basic Versatile training for non-Versatile users, outreach of training to local governments, for example, using the new website to show resources, add training modules or use local government associations. Andrew Baraniak will look into ways to communicate with local governments. Andrew will give feedback on his presentations discussing electronic records at the July 23, 2019, meeting.
7. **Adjourn:** —11:07 a.m. The motion was made by Andrew Baraniak and seconded by Brittany Keleher. All approved.